

Board of Supervisors

John Marin, Administrative Officer

MISSION STATEMENT

To act as the legislative arm of county government and is committed to providing responsive leadership, effective oversight of county services, and involving citizens and communities in processes that determine and enhance Placer County's future.

Appropriation	Actual 2003-04	Position Allocations	BOS Adopted 2004-05	Position Allocations
Board of Supervisors	\$ 1,296,278	15	\$ 1,446,890	15
Clerk of the Board of Supervisors	403,441	7	473,900	7
Total:	<u>\$ 1,699,719</u>	<u>22</u>	<u>\$ 1,920,790</u>	<u>22</u>

CORE FUNCTIONS

Board of Supervisors

Support the governing activities of the five elected Placer County supervisors by acting as their liaison with the public and county departments, represent them at various meetings, interface with other legislative agencies and respond to constituent inquiries.

Clerk of the Board of Supervisors

Support the five elected Placer County supervisors by preparing agendas, recording minutes and retaining records for Board meeting and public hearings. The Clerk of the Board also provides information referral and reception services to the public.

FY 2003-04 Major Accomplishments

- Provided increased training and increase effectiveness of 13 Municipal Advisory Councils (MAC) by updating the MAC handbook to be reviewed by all new MAC members.
- Provide additional information on revenue sharing to the public on the Board of Supervisors (BOS) web site and adopt guidelines for revenue sharing requests.
- Represented Placer County at various legislative conferences to ensure that Placer County concerns are voiced.
- Awarded and honored extraordinary acts of heroism and community involvement by Placer County residents with commemorative coins.
- Supported the stop light installation at Horseshoe Bar and Auburn Folsom Roads in response to constituent safety needs.
- Supported the opening of the new Squaw Valley Park and continue to oversee the construction of the Granite Bay Park.
- Adopted the Idling Ordinance, Smog Policies, and the Noise Ordinance.

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- Presided over the Winchester Perimeter Trail dedication and the Bell Road Widening Project.
- Implemented the Teleminder Emergency Telephone Notification System and the 24-Hour County Services Hotline.
- Acquired over 3,000 acres in Placer Legacy acquisitions including: Schallenberger Ridge, Motamedi Lakeshore Land at Lake Tahoe, Spears Ranch, Grey Ranch, Lakeview Farms in Lincoln, and the Towle Property.
- Successfully lobbied for Legislative priorities in Washington D.C. securing a combined total of \$3,700,000 in federal funding for the Wastewater Treatment Plant, law enforcement communications upgrades, Children's Health Center/Emergency Shelter, and the Lincoln Bypass.
- Instrumental in developing build out vision for Western Placer County and participated in development of the West Roseville Specific Plan.
- Assisted in restoration of Fruitvale Hall including maintaining relations with the Bulgarian Ambassador.
- Worked to expedite construction of the Highway 65 Bypass, and specifically worked to use Placer Legacy to resolve Environmental Protection Agency (EPA's) growth inducing allegation.
- Partner in establishing Lincoln High School's Fish Raising Project.

FY 2004-05 Planned Accomplishments

- Retain current level of service to Placer County residents.
- Provide better training and increase effectiveness of 13 Municipal Advisory Councils (MAC) by creating a video-training program to be reviewed by all new MAC members.
- Implementing a scanning program in the Clerk of the Board's division to provide easier access to Board of Supervisors' agendas, staff reports, and backup information.

Department Comments

The Board of Supervisors Office will continue to provide the necessary resources to support 13 Municipal Advisory Councils and over 50 committees and commissions. To provide the best available information to the Board of Supervisors, staff support includes written reports, updates, follow-up and responses to correspondence.

County Executive Comments And Recommendations

Recommended expenditures remain consistent with the prior year budget for both the Board of Supervisors (\$1,376,890) and Clerk of the Board (\$470,150). The Clerk of the Board receives fees for the preparation of written findings of fact, a share of administrative fees from special districts and cities for property tax administration, and other miscellaneous revenue (\$3,750). The State of California has indicated that payment to local governments reimbursement of state-mandate claims (SB-90) related to the Open Meetings Act will be deferred, and, while the County will invoice the state for these activities, we do not expect to receive reimbursement in FY 2004-05.

Department requested funding considerations for final budget:

- Tahoe field deputy contract (\$70,000)

Final Budget Changes from the Proposed Budget

Board of Supervisors

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Funding has been included in the *Board of Supervisors* budget for the Tahoe field deputy contract referenced above (\$70,000).

Clerk of the Board

None

BOARD OF SUPERVISORS FUND 100 / APPROPRIATION 10010

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Expenditures						
Salaries and Employee Benefits	\$ 975,544	\$ 1,067,138	\$ 1,249,837	\$ 1,182,281	11%	\$ 1,182,281
Services and Supplies	217,451	228,402	207,500	194,609	-15%	264,609
Intra Fund Charges	1,956	813	-	-	-100%	-
Gross Budget:	<u>1,194,951</u>	<u>1,296,353</u>	<u>1,457,337</u>	<u>1,376,890</u>	6%	<u>1,446,890</u>
Intra Fund Credits	-	(75)	-	-	-100%	-
Appropriations for Contingencies	-	-	-	-	0%	-
Net Budget:	<u>\$ 1,194,951</u>	<u>\$ 1,296,278</u>	<u>\$ 1,457,337</u>	<u>\$ 1,376,890</u>	6%	<u>\$ 1,446,890</u>
Revenue						
Miscellaneous Revenue	\$ -	\$ 50	\$ -	\$ -	-100%	\$ -
Total Revenue:	<u>-</u>	<u>50</u>	<u>-</u>	<u>-</u>	-100%	<u>-</u>
Net County Cost:	<u>\$ 1,194,951</u>	<u>\$ 1,296,228</u>	<u>\$ 1,457,337</u>	<u>\$ 1,376,890</u>	6%	<u>\$ 1,446,890</u>
Allocated Positions	15	15	15	15	0%	15

CORE FUNCTION: BOARD OF SUPERVISORS

County Governance & Community Outreach Program

Program Purpose: To meet with constituents, conduct community forums, attend MAC meetings, and preside over formal Board of Supervisors' hearings to solicit community input that leads to well-informed and effective governing.

Total Expenditures: \$1,457,337

Total Staffing: 15.0

- **Key Intended Outcome:** Constituents and communities are involved in governing Placer County.

County Governance & Community Outreach Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of Board of Supervisors meetings held annually	28	35	28
# of items considered by the Board of Supervisors annually	2,000	1,609	2,000
# of MAC meetings where the board is represented	125	N/A	125
% of MAC meetings attended	100%	N/A	100%
# of other community meetings where the Board of Supervisors are represented	21	N/A	21
# of constituent in-office appointments annually	648	N/A	648

Board of Supervisors

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CLERK OF THE BOARD FUND 100 / APPROPRIATION 10020

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Expenditures						
Salaries and Employee Benefits	\$ 315,326	\$ 298,120	\$ 378,280	\$ 365,400	23%	\$ 365,400
Services and Supplies	57,020	105,321	107,250	108,500	3%	108,500
Intra Fund Charges	120	-	-	-	0%	-
Gross Budget:	<u>372,466</u>	<u>403,441</u>	<u>485,530</u>	<u>473,900</u>	17%	<u>473,900</u>
Intra Fund Credits	(1,350)	-	-	-	0%	-
Net Budget:	<u>\$ 371,116</u>	<u>\$ 403,441</u>	<u>\$ 485,530</u>	<u>\$ 473,900</u>	17%	<u>\$ 473,900</u>
Revenue						
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ 2,500	100%	\$ 2,500
Charges for Services	435	2,422	-	1,250	-48%	1,250
Miscellaneous Revenue	-	26	-	-	-100%	-
Total Revenue:	<u>435</u>	<u>2,448</u>	<u>-</u>	<u>3,750</u>	53%	<u>3,750</u>
Net County Cost:	<u>\$ 370,681</u>	<u>\$ 400,993</u>	<u>\$ 485,530</u>	<u>\$ 470,150</u>	17%	<u>\$ 470,150</u>
Allocated Positions	7	7	7	7	0%	7

CORE FUNCTION: CLERK OF THE BOARD OF SUPERVISORS

Clerk Services Program

Program Purpose: To develop agendas, record minutes and retain records for Board of Supervisors' hearings and the Assessment Appeals Board meetings to ensure that accurate records of actions taken are retained and accessible to the public. In addition, the clerk also provides information-referral and reception services to the public.

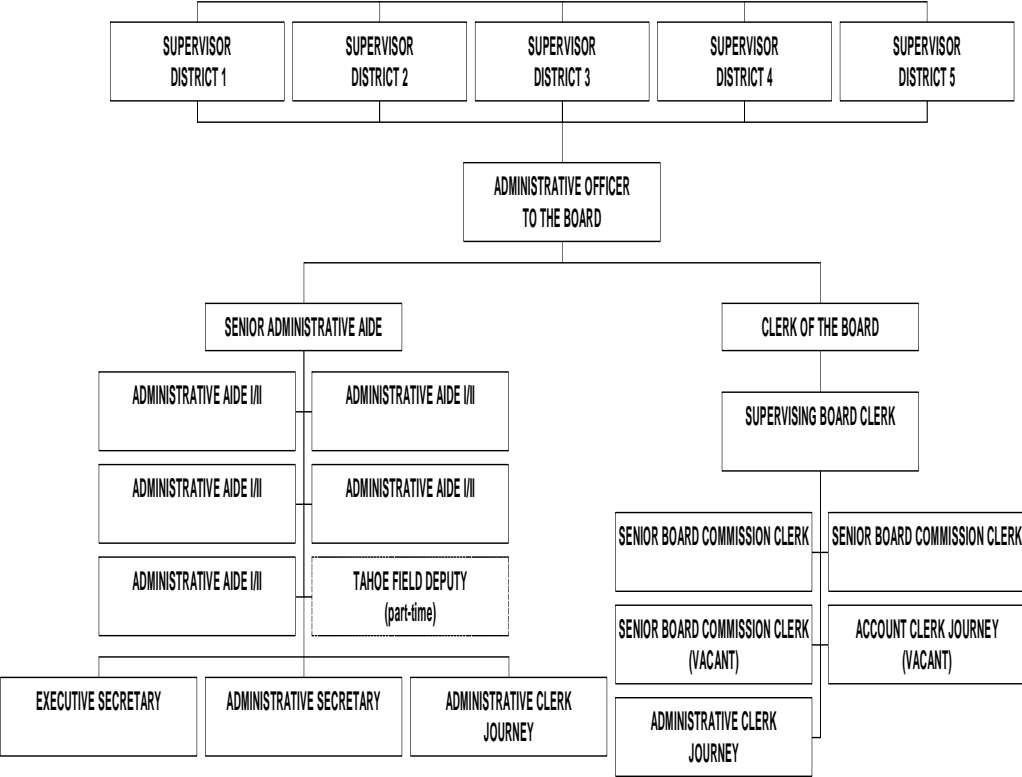
Total Expenditures: \$485,530

Total Staffing: 7.0

- **Key Intended Outcome:** Information is retained and readily accessible to the public.

Clerk Services Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of Board of Supervisors meetings supported annually	28	35	28
# of agenda items coordinated and collected annually	2,000	1,609	2,000
# of agenda pages compiled per year	12,180	11,230	12,180
# of county telephone switchboard calls per year	62,500	48,300	62,500

BOARD OF SUPERVISORS



Board of Supervisors

General Fund

Fund: 100

Subfund: 0

Appropriation: 10010

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Salaries & Benefits					
1002 Salaries and Wages	792,757	837,599	881,987	822,013	822,013
1005 Overtime & Call Back			3,000	3,000	3,000
1006 Sick Leave Payoff		5,148			
1300 P.E.R.S.	43,306	72,905	167,652	161,703	161,703
1301 F.I.C.A.	59,090	61,853	67,472	63,113	63,113
1310 Employee Group Ins	74,531	84,693	112,704	112,704	112,704
1315 Workers Comp Insurance	5,860	4,940	17,022	19,748	19,748
Total Salaries & Benefits	975,544	1,067,138	1,249,837	1,182,281	1,182,281
Services & Supplies					
2050 Communications - Radio	2,937	1,550	3,000	3,000	3,000
2051 Communications - Telephone	45,794	39,540	46,000	35,000	35,000
2130 Insurance		2,600			
2290 Maintenance - Equipment	373	1,732	1,000	1,000	1,000
2291 Maintenance - Computer Equip	442	4,033	2,500	2,500	2,500
2439 Membership/Dues	1,809	2,013	1,800	1,800	1,800
2481 PC Acquisition		9,467		6,800	6,800
2510 PC Upgrades		10,718	5,000		
2511 Printing	10,262	14,112	11,000	10,000	10,000
2522 Other Supplies	1,710	6,470	6,500	6,500	6,500
2523 Office Supplies & Exp	9,664	12,580	7,200	7,200	7,200
2524 Postage	6,441	7,635	6,000	5,000	5,000
2550 Administration	10,250	11,724	13,000	13,000	13,000
2554 Commissioner's Fees	900	1,863			
2555 Prof/Spec Svcs - Purchased	499	3,797	1,000	1,000	71,000
2709 Rents & Leases - Computer SW	4,078	4,635	4,500	4,809	4,809
2710 Rents & Leases - Equipment	37,970				
2711 Rents & Leases - Auto	1,339	45,430	47,500	47,500	47,500
2727 Rents & Leases - Bldgs & Impr		1,188	500	500	500
2770 Fuels & Lubricants	4,662	8,835	4,000	4,000	4,000
2838 Special Dept Expense-1099 Repor	400	638			
2840 Special Dept Expense	19,921	1,537	10,000	10,000	10,000
2844 Training		290			
2931 Travel & Transportation	53,089	27,457	30,000	30,000	30,000
2932 Mileage	4,270	6,235	4,000	4,000	4,000
2939 Commission Reimbursements	311	2,008	3,000	1,000	1,000
2941 County Vehicle Mileage	330	315			
Total Services & Supplies	217,451	228,402	207,500	194,609	264,609
Charges From Departments					
5051 I/T - Communications	329				
5522 I/T Other Supplies		371			
5552 I/T - MIS Services	340				
5840 I/T Special Dept Expense	1,287	342			
5844 I/T Training		100			
Total Charges From Departments	1,956	813			
Gross Budget	1,194,951	1,296,353	1,457,337	1,376,890	1,446,890
Less: Charges to Departments					
5002 I/T - County General Fund		(50)			
5011 I/T - Public Safety Fund		(25)			
Total Charges to Departments		(75)			
Net Budget	1,194,951	1,296,278	1,457,337	1,376,890	1,446,890

Board of Supervisors

General Fund

Fund: 100

Subfund: 0

Appropriation: 10010

**Budget
Category
(1)**

**Actual
2002-03
(2)**

**Actual
2003-04
(3)**

**Dept Req
2004-05
(4)**

**CEO Rec
2004-05
(5)**

**BOS
Adopted
2004-05
(6)**

Less: Revenues

8764 Miscellaneous Revenues (50)

Total Revenues (50)

Net County Cost

1,194,951

1,296,228

1,457,337

1,376,890

1,446,890

BOARD OF SUPERVISORS
APPROPRIATION SUMMARY
Fiscal Year 2004-05

ADMINISTERED BY: ADMINISTRATIVE OFFICER TO THE BOARD

Appropriations	FY 2003-04		FY 2004-05	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
GENERAL FUND				
Board of Supervisors	\$ 1,296,278	15	\$ 1,446,890	15
Clerk of the Board	403,441	7	473,900	7
TOTAL ALL FUNDS	\$ 1,699,719	22	\$ 1,920,790	22

Clerk of the Board

General Fund

Fund: 100

Subfund: 0

Appropriation: 10020

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Salaries & Benefits					
1002 Salaries and Wages	217,699	226,979	267,767	255,728	255,728
1005 Overtime & Call Back	43	135	500	500	500
1006 Sick Leave Payoff	36,459	2,366			
1300 P.E.R.S.	17,266	23,048	49,962	50,123	50,123
1301 F.I.C.A.	14,733	17,531	20,484	19,563	19,563
1310 Employee Group Ins	25,055	27,205	37,907	37,907	37,907
1315 Workers Comp Insurance	4,071	856	1,660	1,579	1,579
Total Salaries & Benefits	315,326	298,120	378,280	365,400	365,400
Services & Supplies					
2050 Communications - Radio	6,947	40,034	43,300	43,300	43,300
2051 Communications - Telephone	6,514	19,243	12,500	13,750	13,750
2290 Maintenance - Equipment			500	500	500
2291 Maintenance - Computer Equip	460	544	1,000	1,000	1,000
2439 Membership/Dues	465	345	550	550	550
2481 PC Acquisition	321				
2511 Printing	12,027	16,175	14,000	14,000	14,000
2522 Other Supplies	2,731	59	1,000	1,000	1,000
2523 Office Supplies & Exp	3,421	2,936	4,500	4,500	4,500
2524 Postage	2,918	5,439	4,000	4,000	4,000
2554 Commissioner's Fees	2,707	2,400	2,500	2,500	2,500
2555 Prof/Spec Svcs - Purchased	8,679	5,527	9,000	9,000	9,000
2701 Publications & Legal Notices	5,270	7,465	9,000	9,000	9,000
2709 Rents & Leases - Computer SW	1,612	1,809	2,000	2,000	2,000
2838 Special Dept Expense-1099 Repor	25				
2840 Special Dept Expense	505	1,285	1,000	1,000	1,000
2844 Training	409		200	200	200
2931 Travel & Transportation	1,016	1,460	1,500	1,500	1,500
2932 Mileage	765	405	450	450	450
2941 County Vehicle Mileage	228	195	250	250	250
Total Services & Supplies	57,020	105,321	107,250	108,500	108,500
Charges From Departments					
5556 I/T - Professional Services	120				
Total Charges From Departments	120				
Gross Budget	372,466	403,441	485,530	473,900	473,900
Less: Charges to Departments					
5002 I/T - County General Fund	(1,350)				
Total Charges to Departments	(1,350)				
Net Budget	371,116	403,441	485,530	473,900	473,900
Less: Revenues					
7234 State Aid - Mandated Costs				(2,500)	(2,500)
8095 SB2557-Tax Admin Fee-Distri	(1)				
8096 SB2557-Tax Admin Fee-Cities	(1)				
8212 Other General Reimbursement		(164)			
8215 Administrative Services	(50)	(964)		(750)	(750)
8218 Forms and Photocopies	(378)	(807)		(500)	(500)
8261 Other Multi Dept Applications		(487)			
8321 Solid Waste - Debt Service	(5)				
8764 Miscellaneous Revenues		(26)			
Total Revenues	(435)	(2,448)		(3,750)	(3,750)
Net County Cost	370,681	400,993	485,530	470,150	470,150